

**United States Probation/Pretrial Services
Northern District of Indiana**

Vacancy Announcement

Career Opportunity #2002/05

Opening Date: September 12, 2002

POSITION: United States Probation/Pretrial Services Officer

STARTING SALARY RANGE: \$36,212 - \$54,275 annually (CL27/1 - CL28/25)

SALARY POTENTIAL: \$54,728 - \$70,584 annually (CL28/26 - CL28/61)

CLOSING DATE: *October 14, 2002*

LOCATION: Fort Wayne, Indiana

Salary and Benefits Information: Most positions in the United States District Court are classified and paid under the Judiciary Salary Plan (JSP) or the Court Personnel System (CPS). Salary is set commensurate with experience. Federal benefits are available for most positions according to federal guidelines. All federal positions are subject to mandatory electronic funds transfer participation for payment of net pay.

The District: The Northern District of Indiana geographically consists of a 32-county area in the northern part of the state. Divisional offices are maintained in Hammond, South Bend and Fort Wayne. Position #2002/05 is a permanent position for service out of the Fort Wayne Division.

Minimum Qualifications:

1. Must not reach 37th birthday by date of official appointment and must meet minimum physical standards.
2. Must have a four-year degree from an accredited college or university with a specialization in one or more of the social sciences appropriate to the position to be filled.
3. Must have a minimum of two years current experience in work related to the welfare of others.
4. Must possess valid driver's license and an automobile.
5. Must have a current computer proficiency, preferably in WordPerfect.
6. Must be a United States citizen or otherwise eligible to work for the United States.

Preferences will be given to applicants who have more than three years specialized experience and a master's degree or who are pursuing a master's degree program in a related field. Additional computer database skills would also be helpful.

The Selection Process: The best qualified applicants will be invited for a personal interview at their own expense. Top candidates are required to attend one or two interviews conducted by a selection team and will be required to participate in tests that assess written and verbal skills as well as analytical reasoning abilities. Computer knowledge will also be tested. Once an applicant has been selected for employment, that applicant will be subjected to a drug screening. Applicants may be subject to medical standards established by the Administrative Office of the U.S. Courts. Prior to permanent appointment, applicants considered for this position will undergo a full FBI background investigation. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

How to apply: You must submit application form AO78-ND/IN along with a resume and a cover letter to:

Personnel Specialist
United States Probation/Pretrial Services
5400 Federal Plaza, Suite 1000
Hammond, IN 46320

An AO78-ND/IN form may be obtained at our web site: <http://www.innp.uscourts.gov> or
<http://www.innd.uscourts.gov/probation>

The United States District Court for the Northern District of Indiana is an equal opportunity employer.

PROBATION OFFICER

Introduction

The position is located in the Probation Office of the District Court for the Northern District of Indiana. The incumbent conducts investigations, provides sentencing recommendations to the court and supervises offenders.

Representative Duties

Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.

Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.

Initiates contacts with, replies to and seeks information from organization and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of the U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.

Conducts preliminary interviews and other investigations as required.

Maintains a detailed written record of case activity.

PRETRIAL SERVICES OFFICER

Introduction

The position is located in the Pretrial Services Office or the Probation Office of the District Court for the Northern District of Indiana. The incumbent investigates defendants and makes recommendations on the amount of bail and the conditions to be met by the defendant if released. Additionally, they supervise defendants released on bail to monitor and intervene with the defendant's compliance to the conditions of release. Applicants for pretrial diversion are investigated and reports with recommendations are submitted to the Assistant United States Attorney.

Representative Duties

Gathers and verifies background information concerning persons charged with a federal criminal offense and when they are arrested or summoned to the court. Information is gathered through interviews with defendant, arresting authorities, U.S. Attorney office, family and community members. Also, uses law enforcement automated criminal records systems to obtain and verify information. Drug testing and substance abuse assessments are performed.

Evaluates information and prepares a report to the judge prior to the initial hearing with an assessment of flight risk and danger to the community. A recommendation regarding bail and/or release or detention of defendant is included in the report. In formulating a recommendation, considers prior convictions, ability of defendant to post bond, community ties, possibility of substance abuse, and the risk of flight as well as the degree of danger to the community.

Supervises those defendants that are released when required. Makes regular telephone contacts, home visits, and community contacts as required by the condition of release and supervision plan. Ensures that defendant takes the required drug tests. Supervision intervention conducted with defendant to modify behavior to reduce potential for revocation. Assists those needing medical help, food, shelter, and other assistance by referring them to the appropriate community or governmental agencies. Coordinates and monitors defendant's contact with community sources.

Notifies the court and the U.S. Attorney of any violations. Prepares petitions and/or reports to the court recommending revocation or modification of conditions of release. Attends court hearings (initial, detention, or violations) to provide additional information and to keep abreast of the case status and requirements. Testifies when necessary to support violation reports.

Develops a supervision plan and maintains a detailed record of case activity.